

**MINUTES OF MEETING
TOWNE PARK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Towne Park Community Development District was held Tuesday, **May 7, 2024**, at 6:00 p.m. at the Towne Park Amenity Center #1, 3883 White Ibis Road, Lakeland, Florida and by Zoom.

Present and constituting a quorum:

Greg Jones	Chairman
Jennifer Tidwell <i>by Zoom</i>	Vice Chairperson
Tom Zimmerman	Assistant Secretary
Zabrina Sides	Assistant Secretary

Also present were:

Tricia Adams	District Manager, GMS
Meredith Hammock	District Counsel, Kilinski Van Wyk
Alan Rayl <i>by Zoom</i>	District Engineer, Rayl Engineering
Allen Bailey	Field Operations, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order at 6:00 p.m. and called the roll. There were three Board members present in person and one Supervisor joining via Zoom constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams noted this is an opportunity for any members of the public to make a statement to the Board of Supervisors.

- Sukhadevsingh Vierdee (5438 Keaton Springs Drive) commented on the fencing located within a District easement.

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THIRD ORDER OF BUSINESS

**Approval of Minutes of April 2, 2024
Board of Supervisors Meeting**

Ms. Adams presented the minutes from the April 2, 2024 Board of Supervisors meeting and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Ms. Sides, seconded by Mr. Zimmerman, with all in favor, the Minutes of the April 2, 2024 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

**Consideration of Lakeland Family Church
Community Event Request**

Ms. Adams noted there was an email included in the agenda packet from the pastor for Lakeland Family Community Church. She explained that they have modified the request to revise the date that they are requesting to Sunday June 2.

On MOTION by Mr. Jones, seconded by Mr. Zimmerman, with all in favor, the Lakeland Family Church Community Event Request to Revise the Date to Sunday June 2, 2024 and Allow Staff to Prepare a License Agreement Including All Indemnifications, Insurance Requirements, and Protections for the District, was approved.

FIFTH ORDER OF BUSINESS

Ratification of Assignment of Warranties

Ms. Adams stated District counsel advised the Board last month that in lieu of a waiting period, the City of Lakeland was willing to accept an assignment of warranty in order to convey the right of way from the District to the city at the earliest possible time. District counsel prepared this form of agreement. They received a copy that has been executed by the City of Lakeland. In saying that, she explained that to be fully executed, it would include the District’s signature as well as QGS.

Ms. Hammock presented this item to the Board. She was happy to answer any questions. She explained that essentially this assigns all of the warranties for materials and labor that QGS had given to the District to the city. She further explained that it was really just a pass through of those warranties. The city already signed this, and they do have contacts with QGS to go ahead and get that signed by them as well if the Board approves signature tonight. The question was

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asked if they had an estimate on when the roads will truly be accepted. The response was this was one step closer to that.

On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, the Assignment of Warranties, was ratified.

Ms. Hammock stated she does have the conveyance documents prepared. Once they have a fully executed assignment of warranties, she can send the city the documents that she has already prepared and, in theory, they can go ahead and sign those and be done.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock provided the Attorney's Report to the Board. First, she addressed the comment made at the last public meeting about the sidewalks, mailboxes and ADA compliance. She explained that she went back and rereviewed the research they did previously when that item was brought to the Board's attention. She further explained that the research found that it was compliant by permitting with the authority having jurisdiction. She noted that as far as the building design and permitting, it passed through all of those including any ADA compliance. In addition, Ms. Hammock stated she received two letters from a law firm with respect to the fence issue on Keaton Springs and those encroachments. She explained that they have resolved one of those matters and one is still pending. She noted that the attorney is working with the individual residents. They sent them the survey and the documents from the engineer evaluating. She added that they are asking for the next steps.

Ms. Adams brought to the Board's attention that the plan from the District management perspective is to have their field services team to go out and review the area and confirm if there are any remaining encroachments and provide that information to the Board in the form of a report. She explained that the Board could then take counsel from District counsel regarding next steps, so they will have a report ready for the June meeting. She noted that once the area is unencumbered by encroachments, the District engineer can then get in there and evaluate the area to determine what site work needs to be done in order to restore the area to the engineered design for the stormwater system. Ms. Hammock noted her direction would be taking that information and conveying it to the attorney for the resident and letting them know that the fence does need to be

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removed still because it is encroaching. She explained that should the fence not be removed; the District does have the ability to remove it and charge the resident for the cost of removing it. Mr. Jones asked if there is any pertinent information that they need to have time to digest, could they make sure that is sent before the June meeting, so they have time to review it. Ms. Adams responded absolutely.

B. Engineer

Mr. Rayl stated he agreed with the Chairman that the assignment of the warranties puts them one step closer on finalizing all the roadway issues in the community. He is very in favor of seeing the assignment of warranties that is moving forward. He also reported that he was contacted by a neighboring landowner outside the community. The resident contacted Mr. Rayl with a concern that their property was being adversely affected by drainage issues that weren't present prior to development. The concern was that their construction of the community, in particular, the grading of the lots and streets in Dolostone, had not been done appropriately. Mr. Rayl went out to the site with the as-built drawings in hand. He visually confirmed that he saw the draining was in substantial compliance with what he was seeing on the improved plans, permits and the as-built grading that was also submitted at the completion of the project. In the end, he didn't see that there is any condition that is taking place in the community there that is causing any adverse impact to any offsite properties that were not accounted for in the original engineering design of the community. He explained that there was no large area being drained to an area that wasn't contemplated in the original construction plans. He further explained that everything was doing what it was supposed to be doing and he didn't see that it was having any effect on any outside properties.

**Mr. Alan Rayl left the meeting at this time.*

C. Field Manager's Report

Mr. Bailey presented the Field Manager's Report. He stated that they have some temporary pool furniture that they set out at Amenity 2 because of all the vandalism that happened to the fabric chairs. Along with that, they are expecting that the chairs will be picked up tomorrow starting the repairs for both of the amenities. He stated the emergency light at Amenity 1 has been replaced with a sturdier light. The fence posts on the playground at Amenity 1 have been replaced. He noted the monuments on Medulla have been cleaned. He also noted that the pool coping was

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reattached at Amenity 1. He explained that now that the work is done up front with the streetlights, the annuals have been reinstalled at the front also. He stated there was a request from the Board to remove builder signs, so they have removed a lot of the builder signs from the community. The Board noted that there was more builder signs that need to be removed. Mr. Bailey noted that they would take those down as well. There was also a note that there was a request made by a resident to double check the trash at the end of Medulla again. Mr. Bailey responded that they would look into that too. It was also noted that there was a spider problem at the playground. Mr. Bailey noted they would reach out to pest control about the spider problem at the playground. There was noted concern regarding spraying the grass being a hazard for pets. Mr. Bailey is going to double check the technical specifications on the spray to see if they need to have a public notice other than their notices in lawn. Ms. Tidwell stated they had a couple of residents asking about the runoff that was on the big lake recently. Mr. Bailey is going to find out what is going on. Ms. Tidwell is going to send Mr. Bailey a photo.

Mr. Bailey provided a verbal report that the bougainvilleas have not been forgotten. They are still working on those. He provided a few options which includes doing a triangle pattern with trellises where two are in the front and one would go in front of it creating a block and giving them room because the beds are expected to be also increased or they can look at the bushes. He noted that they recommend the trellises because it helps the plant actually grow up.

i. Consideration of Proposal for Installation of Dog Waste Signs

Mr. Bailey presented a proposal for installation of dog waste signs. They lowered the amount to four and they marked different locations spread out through the community. The cost for material and work would be \$910 to install the signs. After brief Board discussion, it was decided to shelve this item for now.

ii. Consideration of Proposal for Installation of Barriers

Mr. Bailey presented a proposal for installation of barriers in the large lake and lakes 1, 2, 3, 4, 6, 11, 12, D and K, which are scattered throughout the community. The cost would be \$2,772.

iii. Discussion of Cost of Fish Stocking

Mr. Bailey noted that it was about \$9 a fish and they can roughly get about 20 fish per acre, which would mean the large pond would have somewhere around 500 fish and the cost would be

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\$4,660 plus the barriers. After discussion, it was decided to seek other options. Mr. Jones requested a summary from vendors to explain what they envision for the maintenance program for their bodies of water.

Mr. Jones thanked Mr. Bailey and his fellow workers for all their hard work. He noted the plants look great.

D. District Manager’s Report

Ms. Adams stated they were planning to staff both Amenity Centers with pool security for Memorial Day as well as the last day of school. They did plan for that in the budget.

i. Approval of the Check Register

Ms. Adams presented the check register on page 35 of the agenda from March 23, 2024 to April 26, 2024 totaling \$37,120.07. Immediately following the register is a detailed run summary.

On MOTION by Mr. Zimmerman, seconded by Mr. Jones, with all in favor, the Check Register, was approved.

ii. Balance Sheet and Income Statement

Ms. Adams reviewed the unaudited financials through the end of March.

iii. Ratification of Requisition No. 115

Ms. Adams stated on page 57 of the agenda packet is Requisition No. 115 and it is for QGS Development. It is in the amount of \$66,051.21. She explained that this is payment for some of the right of way repairs.

On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, Requisition No. 115, was ratified.

iv. Discussion of Polk County Sheriff’s Office Denial of School Crossing Guard Nearby Amenity Center 1

Ms. Adams stated they reached out to Polk County Sheriff’s office several months ago and they followed up on that request. She explained that ultimately, they denied the request to staff a crossing guard at the crosswalk that is abutting the Amenity Center. She provided an email to

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Board members on April 29, 2024 with the information regarding the Polk County Sheriff's office denial.

v. Presentation of Registered Voters – 2,220

Ms. Adams stated there are 2,220 registered voters within the Towne Park Community Development District. This information is current as of April 15, 2024. She explained that each year they are required to make this announcement on the record.

SEVENTH ORDER OF BUSINESS

Supervisors Requests

Ms. Adams asked for any Supervisor's requests.

Ms. Sides and Mr. Jones asked what they would be doing with the fencing situation. Ms. Adams responded that the encroachments will be evaluated, and the information will be presented to the Board at their June meeting. She added that they would get that to the Board as early as possible, so they are aware of their options. Ms. Hammock responded that from her perspective, she will be taking that information and responding to the attorney for the one remaining individual to let them know.

Ms. Adams noted their next meeting is June 4, 2024 at 4:00 p.m.

EIGHTH ORDER OF BUSINESS

Adjournment

Ms. Adams adjourned the meeting.

On MOTION by Mr. Jones, seconded by Ms. Sides, with all in favor, the meeting was adjourned.

DocuSigned by:
Tricia Adams
Secretary/Assistant Secretary

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[Signature]
Chairman/Vice Chairman